

Camp Roberts Circular 215-05

Morale, Welfare and Recreation

**CAMP ROBERTS TROOP
SERVICES**

**Headquarters
Camp Roberts
Camp Roberts, CA
1 February 2005**

UNCLASSIFIED

SUMMARY of CHANGE

CR CIR 215-05
Camp Roberts Troop Services

This is a revised printing of CR CIR 215-04, dated 20 Jan 04.

Headquarters
Camp Roberts
Camp Roberts, CA
1 February 2005

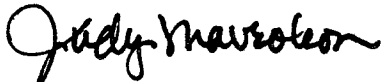
CR Circular 215-05
Expires 30 September 2005

Morale, Welfare and Recreation

CAMP ROBERTS TROOP SERVICES

JOHN F. SMITH
COL, FA, CA ARNG
Commanding

Official:



JUDY M. MAVROLEON
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Director of Personnel and Resource
Management

Summary. This circular provides information as to troop services available at Camp Roberts for the Training Year 2005 (TY05).

Applicability. This circular applies to all individuals and organizations utilizing facilities at Camp Roberts during TY05.

Proponent and exception authority. The proponent of this circular is the Director of Personnel and Resource Management at Camp Roberts, CACR-DRM. The CACR-DRM has the authority to approve exceptions to this circular that are consistent with the controlling law and regulation.

The CACR-DRM may delegate this authority in writing to a division chief within the proponent office that holds the grade of Captain, Warrant Officer or civilian equivalent.

Interim Changes. Interim changes to this circular are not official unless they are authenticated by the CACR-DRM, Headquarters, Camp Roberts.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028, Recommended Changes to Publications and Blank Forms, directly to: Commander, Camp Roberts, ATTN: CACR-DRM, Camp Roberts, CA 93451-5000.

Distribution. Distribution of this Circular is made using Formula B, CR Reg 25-31, Distribution of Camp Roberts Regulations.

1. Purpose.

The purpose of this circular is to establish troop services available to individuals and organizations training at Camp Roberts during TY05.

2. General

The following troop services are available at Camp Roberts during TY03.

- a. Post Exchange (Appendix 1)
- b. Billeting Office (Appendix 2)
- c. Camp Bob Café (Appendix 3)
- d. Postal Operations (Appendix 4)
- e. Medical/Emergency Support (Appendix 5)
- f. Communications (Appendix 6)
- g. Self Service Laundry (Appendix 7)
- h. Dry Cleaning (Appendix 8)
- i. Consolidated Dining Facility (Appendix 9)
- j. American Red Cross (Appendix 10)
- k. Fire/Security Department (Appendix 11)
- l. Barber Shop (Appendix 12)

- m. Internet Café (Appendix 12-1)
- n. Museum (Appendix 13)
- o. Chapel (Appendix 14)
- p. Conference Center (Appendix 15)
- q. Club 50 (Appendix 16)
- r. Service Club and Gymnasium (Appendix 17)
- s. Swimming Pool (Appendix 17-1)
- t. Copier Center (Appendix 18)
- u. ATM Machine (Appendix 19)
- v. Espresso a Go-Go (Appendix 20)
- w. ID Card Center (Appendix 21)
- x. Soldier Readiness Processing Center (SRPC) (Appendix 22)
- y. Map of Camp Roberts (Appendix 23)

3. Administration

These services are under the operational control of Camp Roberts. Any questions or problems not resolved by the individual service should be directed to the Camp Roberts Support Services Supervisor, at CAGNET 68209 or Commercial (805) 238-8209, or the Camp Roberts RMO BSA at CAGNET 68411 or Commercial (805) 238-8411.

Appendix 1

POST EXCHANGE (PX)

1. **LOCATION:** Building T6026
2. **TELEPHONE NUMBER (S):** (805) 238-8195/on post 68195
3. **HOURS OF OPERATION:** Posted at the PX and See current "Hours of Operation MATRIX".
4. **GENERAL INFORMATION:**
 - a. The Camp Roberts PX is run by the Army Air Force Exchange Service (AAFES) and offers a wide variety of gifts, food, drink, sale of military clothing and small appliance items found in most PXs. Catalog and special orders are taken, with delivery to the customer's home address. **A Hot Dog Stand is located in front of the PX during Annual Training periods (see "Hours of Operation MATRIX").**
 - b. **An ATM machine is available in the PX during PX hours of operation.**
 - c. Personal checks may be cashed for \$150.00 over the amount of purchase, or, \$150.00 cash (no purchase necessary) with pre-printed checks. Payroll checks may be cashed up to \$150.00 in cash, the remainder being given in the form of a money order. No checks will be accepted without a valid military ID.
 - d. Debit Card, MasterCard, VISA, Discover, American Express, and military STAR card are all accepted. Cash advances are available up to \$100.00 with purchase on Debit Cards only.
 - e. See the PX Manager for details regarding the military STAR card and for temporary STAR card issuance. Prior to any purchase using a STAR card, customer must have a STAR card already in their possession.
 - f. Postage stamps, money orders and Western Union service are also available.
5. **POINT OF CONTACT:** PX Manager at 805-238-8195 or 68195 or the RMO BSA at 805-238-8411 or 68411.

Appendix 2

BILLETING

1. **LOCATION:** Building 6037
2. **TELEPHONE NUMBER (S):** (805) 238-8312 /on post 68312
3. **HOURS OF OPERATION:** 8:00 – 4:30
(Occasionally closed for lunch)
4. **GENERAL INFORMATION:** Call in advance for reservations and pricing.
5. **POINT OF CONTACT:** Billeting Manager at 805 238-8312 or 68312

Appendix 3

SNACK BAR

“CAMP BOB CAFÉ”

1. **LOCATION:** Building 6029 (Northwest corner of the Athletic Field)
2. **TELEPHONE NUMBER (S):** (805) 238-8120/on post 68120
3. **HOURS OF OPERATION:** Monday – Friday / 0700 – 1400 hours.
4. **GENERAL INFORMATION:**
 - a. The Camp Bob Café is operated by NCI & AAFES and offers a variety of fast food and drink for dining in or take out.
 - b. Local checks (within SLO county) are accepted but must include name, rank, SSN, unit and unit phone. No checks will be accepted without a valid military ID.
 - c. Debit Card, MasterCard, Visa and most major credits cards are also accepted. Cash advances are not available.
5. **POINT OF CONTACT:** Café Manager and / or the PX Manager.

Appendix 4

POSTAL OPERATIONS

1. **LOCATION:** Building 108

2. **TELEPHONE NUMBERS (S):** (805) 238-8209 / on post 68209

3. **HOURS OF OPERATION:** See current "Hours of Operation MATRIX".

4. **GENERAL INFORMATION:**

a. The mailroom is operated for the Camp Roberts full time personnel, the RTSM, the MATES, OMS 21, the Active Army Satellite Command units, and any visiting units. It has a postage meter system and receives all incoming US Mail.

b. Mail already stamped and/or metered can be dropped off at Bldg. 108.

c. Official mail requiring postage along with all outgoing mail or packages should be dropped off at Bldg. 108 prior to 1530 hours.

d. REMINDER: Postage Stamps are NOT SOLD in Bldg. 108. You must provide YOUR OWN STAMPS (postage) on any personal mail. Stamps can be purchased at the PX, at the post offices in Bradley, San Miguel and Paso Robles, or at any major grocery store.

e. If you have mail for U.S. Mail Overnight Express delivery, it must be at the Mailroom in Bldg. 108 NLT 1000 hours for processing the day before it is to reach its destination. The letter must be delivered to the Paso Robles Post Office before 1100 hours. If it is delivered after 1100 hours, it will take it 2 days to reach its destination.

5. **VISITING UNIT INFORMATION:**

a. The 40th Division (M) G-1 will send their mail clerk(s) to Bldg. 108 to pick up ALL mail for the 40th Division. Distribution of the Division's mail will be made at the G-1 Office.

b. All Non-Divisional units will pick up their mail from Bldg. 108. The unit representative must present a DD Form 285 (Appointment of Military Postal Clerk).

Appendix 4 (continued)

6. PARCEL/PACKAGE SHIPMENT INFORMATION:

a. Point of Contact: For shipment of large packages and parcels, your point of contact is SGT Rex Prowse, Bldg. 907 (Industrial Area, south end of post), at extension 68033. His work hours are 0730-1730 Monday through Thursday. There are a variety of shipment services available here at Camp Roberts. They are as follows:

(1) UPS Service: UPS only ships and delivers from Bldg. 907 (Industrial Area of Camp Roberts) between 1130-1330 hours Monday through Friday.

(2) FED EX Service:

(a) Receiving: Federal Express delivers to Bldg. 907 between 1330-1430 hours, and to Bldg. 108 between 1430-1530 hours, Monday through Friday. They will also deliver directly to your unit, providing the building number is easy to locate.

(b) Sending: If you wish to send something to someone by Fed Ex, you must go to Bldg. 907 before 1100 hours the day before your package is to reach its destination, where it can be placed in a Fed Ex package for shipment. If you wait until after 1200 hours, it may take longer to reach its destination.

(3) Other Overnight Services: DHL (DHL Worldwide Express Service), California (State of California Golden State Overnight Express Service), and Airborne Express Services are other overnight shipping services Camp Roberts uses when shipping items to another military post or installation. NOTE: Airborne Express generally delivers to us. If a sender has a pre-paid envelope and wishes to send items utilizing Airborne Express, provisions will be made for shipping it to the addressee, Monday through Thursday 0730-1730.

b. Payment of Postage for Shipments:

(1) Government Postage will be provided for shipment of any packages or parcels going to other military posts or installations.

(2) If you are sending anything of a personal nature to anyone by UPS or Fed-Ex, it will be shipped by COD only! Absolutely NO credit cards,

Appendix 4 (continued)

personal checks, money orders or cash will be accepted for payment of any shipments by UPS or Fed-Ex.

(3) The nearest Federal Express Office is located at 705 Fiero Lane, San Luis Obispo, CA. Call 1-800-463-3339 for further information.

c. Shipping Schedules: If any changes in the hours of pick-up and delivery that occur with the mail courier services, i.e., Fed Ex, UPS, Airborne Express, etc., you will be notified as soon as possible.

7. MAILING ADDRESS INFORMATION:

a. The following is a sample of the mailing address your troops/individuals can use to give to their friends and family so they can get their mail:

(1) Please print clearly the following:

Full **Name** of the **Unit** the soldier belongs to!
ATTN: **Rank & Full Name** of the Soldier **(NO SSN Needed!)**
Camp Roberts
Hwy 101, Bldg. _____
Camp Roberts, CA 93451-5000

(2) EXAMPLE: --→ *HHC, 5/270th Inf Bn*
ATTN: SGT Milo T. Broomstick
Camp Roberts
Hwy 101, Bldg. _____
Camp Roberts, CA 93451-5000

b. Reminder: **The SSN is NOT needed on your mailing address!**

8. POINT OF CONTACT: Support Services Supervisor at (805) 238-8209 or 68209.

Appendix 5

MEDICAL / EMERGENCY SUPPORT

MEDICAL EMERGENCY PROCEDURES

IMPORTANT: Cell phone use on Camp Roberts – The Emergency Response System (911) is based on using the “on post phone system”.

Cell phone users must dial (805) 238-8220 for emergencies.
(CELLPHONE USERS DO NOT DIAL OFF POST 911 SERVICES
for ON POST EMERGENCIES)

1. CANTONMENT AREA:

- a. Call Emergency Services by dialing (911) on post phone system.
- b. Emergency Services staff will call civilian ambulance prior to responding.
- c. All severe injuries will be transported directly to Twin Cities Hospital by civilian ambulance. (If MEDEVAC is available and practical for the given situation, Emergency Services will make the determination to call).
- d. Only Emergency Services staff can request and cancel civilian ambulance.
- e. The Post Security (68180) and/or the designated installation OIC (68220) will be notified of all injuries that accrue on Camp Roberts.

2. TRAINING AREAS and RANGES:

- a. Field (unit) Medics will conduct initial assessment of all medical emergencies.
- b. If required, MEDEVAC is requested by calling Range Control (68269) (FM radio freq 38.90, new squelch on; Cell phones users dial (805) 238-8269.
- c. Range Control will notify MEDEVAC, and the Post Security (68180), or the designated installation OIC (68220).
- d. MEDEVAC will transport all severe injuries directly to Twin Cities Hospital.
- e. If no MEDEVAC or if Range Control is not manned (2400 hours through 0600 hours), then call 911 from a post phone or Cell phone users call (805) 238-8220 for the Installation Emergency Services staff (Then instructions above for “Cantonment Area Procedures” will apply).

3. GENERAL POINTS OF CONCERN:

- a. All units / personnel at Camp Roberts will follow procedures established.
- b. Injured personnel will not be moved without medical personnel approval.
- c. All scenes will be controlled by the Post Security Office and/or an Installation OIC. The senior person on the scene will be in charge.
- d. **At no time will MEDEVAC and/or Emergency Services personnel be prevented from performing their duties.**
- e. All incidents/accidents require an Incident Report (CA ARNG Form 190-40) It must be completed by the responsible unit and turned into the DPTM-S staff at Camp Roberts. The DPTM-S is responsible for submitting the Incident Report to OTAG within 24 hours of the incident / accident.
- f. **All emergency transportation off the installation will be handled by MEDEVAC or civilian ambulance personnel only.**

BY ORDER OF THE COMMANDER, CAMP ROBERTS, CALIFORNIA

Appendix 6

COMMUNICATIONS

FOR MEDICAL or FIRE EMERGENCY, DIAL 911
From any phone on post
Cell phone users must dial (805) 238-8220.
(DO NOT DIAL THE OFF POST 911 SERVICES)

- 1. LOCATION:** Building 106
- 2. TELEPHONE NUMBER (S):** (805) 238-8390 / on post 68390
- 3. HOURS OF OPERATIONS:** Monday - Friday / 0800 - 1630
- 4. GENERAL INFORMATION:**

a. During non-duty hours, an automated phone system is in effect and can be reached by dialing 805-238-3100 or on post 68000. Major headquarters will be listed on the automated system and the phone programmed for their administration building. Major Headquarters will be responsible for manning this phone during non-duty hours.

b. Fax machines are also located in the communications room. Incoming faxes may be directed to (805) 238-8116 or (805) 238-8125. Faxes may be picked up at Bldg 108, during duty hours.

c. Emergency operations of Camp Roberts during non-duty hours will be accomplished by personnel who have voice mail priority coverage. These numbers should only be used for emergency situations, involving health or safety issues. The following is a list of major areas and numbers covered:

<u>AREA</u>	<u>PRIORITY COVERED NUMBER</u>	
Administration	805-238-8590	or ext. 68590
Facilities	805-238-8565	or ext. 68565
Range and Training	805-238-8269	or ext. 68269
Logistics	805-238-8429	or ext. 68429
Housing	805-238-8313	or ext. 68313
Information Mgmt	805-238-8345	or ext. 68345

d. To call a priority number, when on post, dial 68xxx, after the tone leave your name, reason for calling and a phone number or 5 digit Camp Roberts extension where you can be called back, followed by the pound (#) sign number 2 and pound (#) sign, then hang up the phone. You will be called back as soon as possible.

SELF SERVICE LAUNDERETTE TRAILER

1. **LOCATION:** Parked next to Bldg. 120, across the street from the Gym.
2. **TELEPHONE NUMBER (S):** (805) 238-8195 / on post 68195
3. **HOURS OF OPERATION:** 24 / 7
4. **GENERAL INFORMATION:**

There are eleven coin-operated washers and eight dryers available. Change machine and cleaning items are available in the laundry facility.

5. **POINT OF CONTACT:** Post Exchange Manager at x68195 or the Support Services Supervisor at x68209.

Appendix 8

DRY CLEANING SERVICE

1. **LOCATION:** Post Exchange Building T-6026
2. **TELEPHONE NUMBER (S):** (805) 238-8195 / on post 68195
3. **HOURS OF OPERATION:** Daily pickup & drop off at the PX during normal duty hours.

4. **GENERAL INFORMATION:**

Full service cleaning/laundry service, including alterations, name tapes and other uniform services. One day service available with adequate size orders.

5. **POINT OF CONTACT:** Post Exchange Manager at x68195 or the Support Services Supervisor at 68209.

Appendix 9

CONSOLIDATED DINING FACILITY

1. **LOCATION:** Building 113 (On the Hill)
2. **TELEPHONE NUMBER (S):** (805) 238-8237/8368 / on post 68237/68368
3. **HOURS OF OPERATION:**

Breakfast:	0600 - 0730
Lunch:	1130 - 1300
Dinner:	1630 - 1800
4. **GENERAL INFORMATION:**
 - a. Facility is open year round and is fully operational.
 - b. The Dining Facility is open to authorized RTS-M students, CAARNG, and non CAARNG, Subsistence in Kind (SIK) soldiers. Requests for support must be submitted 45 days prior to expected consumption. All CAARNG units must submit a DA Form 3953, Purchase Request. (This money is the designated unit subsistence fund that is transferred to the Camp Roberts Dining Facility account). All non CAARNG units will submit a Military Interdepartmental Purchase Request (MIPR) through USPFO For CA, ATTN: CAUS-BF. All units will include a DA Form 2970, Request for Ration Support, with their request. All soldiers must have proof of military status. Military ID Card is required.
5. **POINT OF CONTACT:** Dining Facility Manager/Coordinator.

Appendix 10

AMERICAN RED CROSS

1. **LOCATION:** Off Post. (On call 24 hours a day)
2. **TELEPHONE NUMBER (S):** (877) 272-7337 (only number used)
3. **HOURS OF OPERATION:** 24 / 7
4. **GENERAL INFORMATION:** The Red Cross is a volunteer group available 24-hours a day that offers assistance to military families, and provides emergency notification to troops in the field.
5. **POINT OF CONTACT:** The National Red Cross Headquarters is the only authorized point of contact. Please do not call any of the local chapters.

Appendix 11

FIRE/SECURITY DEPARTMENT

1. **LOCATION:** Building 4050 (TMC Building on the Parade Ground)
2. **TELEPHONE NUMBER (S):** Emergency **ONLY:** 911 (on post system)

Cell phone users must dial (805) 238-8220.
Do not call the off post 911 Services.

Non-Emergency: 805-238-8220 / on post 68220
3. **HOURS OF OPERATION:** 24 / 7
4. **GENERAL INFORMATION:**

The Camp Roberts Fire/Security Department is operated by certified Fire Fighters, Emergency Medical Technicians, First Responders and Security Officers. They are responsible for installation fire protection, emergency medical assistance and security.
5. **POINT OF CONTACT:** Camp Roberts Fire Chief.

Appendix 12

BARBER SHOP

1. **LOCATION:** Building 6037 (Next to the Gymnasium)
2. **TELEPHONE NUMBER (S):** (805) 238-8102 / on post 68102
(805) 238-8209 / on post 68209
3. **HOURS OF OPERATION:** See current "Hours of Operation MATRIX".
4. **GENERAL INFORMATION:**

The Barber Shop is operated by AAFES. Call the Camp Roberts Support Services Supervisor to request barber service or for additional information.

POINT OF CONTACT: PX Manager at 805 238-8195 or 68195 or the RMO BSA at 805 238-8411 or 68411.

Appendix 13

HISTORICAL MUSEUM

1. **LOCATION:** Building 114 (Across the street from the Gymnasium)
2. **TELEPHONE NUMBER (S):** (805) 238-8228
3. **HOURS OF OPERATION:** Thursdays and Saturdays, 0900-1600 hours.
Special arrangements can be made by contacting museum personnel during normal operating hours.
4. **GENERAL INFORMATION:**
 - a. The Camp Roberts Museum displays Korean and WWII era items, as well as Camp Roberts memorabilia. There are also WWII and Desert Storm vehicles on display.
 - b. Volunteers operate the museum. Donations are always welcome.
5. **POINT OF CONTACT:** SFC Gary McMaster at (805) 238-8206 and/or SFC (Ret) Dirk Hale at 805-237-0819 or the Support Services Supervisor at 68209 or the RMO BSA at 68411.

Appendix 14

POST CHAPEL

1. **LOCATION:** Building 6030 (North side of the Athletic Field)
Building 5014 (South side of the Snack Bar)
2. **TELEPHONE NUMBER (S):** 805-238-8185 / on post 68185
3. **HOURS OF OPERTAION:** See the Directory posted outside the Chapel
4. **GENERAL INSTRUCTIONS:**

The Post Chapels are operated by visiting units.
5. **POINT OF CONTACT:** Housing Office at 68264 or (805) 238-8264.

Appendix 15

CONFERENCE CENTER

1. **LOCATION:** Building 113 (On HQs Hill!)
2. **TELEPHONE NUMBER(S):** (805) 238-8186 / on post 68186
3. **HOURS OF OPERATION:** By request only.
4. **GENERAL INFORMATION:**
 - a. The Conference Center is available for conferences and parties.
 - b. All scheduling for use of the Camp Roberts Conference Center will be coordinated 45 days in advance and in writing. Please use Forms 307 when requesting use of the center. Forms 307 can be acquired through the Camp Roberts operations office at 68206 or call (805) 238-8206. Use of Bldg. 113 must be in accordance with the Camp Roberts Training Site Manager's policy memorandum for use of that building.
 - c. Routine cleanup and maintenance of the facility is required following each use.
5. **POINT OF CONTACT:** Housing Office at 68264 or (805) 238-8264.

Appendix 16

CLUB 50

1. **LOCATION:** Building 6320 (See Map, Appendix 23))
2. **TELEPHONE NUMBER (S):** (805) 238-8101 / on post 68101
3. **HOURS OF OPERATION:** See current "Hours of Operation" on the MATRIX.
4. **GENERAL INFORMATION:**

The New Club 50 is a replacement from the old club that burned down in a fire on 4 May 2003. A local private contractor operates the new facility. Limited food menu to include beer and wine is offered. Recreational service located at the club are big screen television with satellite, broadcasting pay-per-view events, Ping-Pong table, Pool tables and cool sitting areas. Other activities have been added such as dart boards, video and board games. Pizza, sandwiches, beer and wine will be served daily during the Annual Training period. The club is available for unit parties, as well as luncheons and other recreational activities.

5. **POINT OF CONTACT:** Support Services Supervisor at 68209, or the RMO BSA at 68411.

Appendix 17

FITNESS CENTER and GYMNASIUM

1. **LOCATION:** Building 6033 (Fitness Center Building) and Gymnasium
2. **TELEPHONE NUMBER (S):** (805) 238-8209 / on post 68209
3. **HOURS OF OPERATION:** See current "Hours of Operation MATRIX".
4. **GENERAL INFORMATION:**
 - a. These facilities are available during the AT period on a daily basis.
 - b. During non-AT periods, facilities are available on an as needed basis.
 - c. **No boots or BDU's authorized.** You must wear appropriate tennis/running shoes and appropriate work out clothing.
5. **FACILITIES/EQUIPMENT AVAILABLE:**
 - a. Indoor basketball courts
 - b. Indoor volleyball courts
 - c. Weight Room
 - d. Stationary bicycle
 - e. Athletic field, running track
6. **POINT OF CONTACT:** The Support Services Supervisor at 238-8209 or 68209, or the RMO BSA at 805-238-8411 or 68411.

*** * NOTICE * * ***

**THE SWIMMING POOL IS CLOSED
DUE TO EQUIPMENT FAILURE**

DO NOT ENTER THE POOL AREA!

**For additional information, contact
the
Support Services Supervisor at 238-8209 or 68209
or the
RMO BSA at 238-8411 or 68411**

Appendix 18

COPIER CENTER

1. **LOCATION:** Building 101-Annex
2. **TELEPHONE NUMBER(S):** 805-238-8030 / on post 68030
3. **HOURS OF OPERATION:** See current "Hours of Operation MATRIX".
4. **GENERAL INFORMATION:**

This is a self-service Copy Center that has fax capabilities. The **SUPPLY OF PAPER IS THE USER'S RESPONSIBILITY**. Twenty (20) copies **per page** is authorized with a **20** page limit.

5. **POINT OF CONTACT:** The Support Services Supervisor at 238-8209 or 68209 or the RMO BSA at 238-8411 or 68411.

Appendix 19

ATM MACHINE

1. **LOCATION:** Inside the AAFES Post Exchange; Bldg, T-6036.
2. **TELEPHONE NUMBER(S):** 805-238-8195 / on post 68195
2. **HOURS OF OPERATION:** Posted at the PX and see the current "MATRIX" for hours of operation.

4. **GENERAL INFORMATION:**

The ATM machine is available within the PX operation. Processing provider is allowed to surcharge \$2.50 per cash transaction. This fee is in addition to any fees that your financial institution may charge to your account.

5. **POINT OF CONTACT:** The PX Manager at 805-238-8195 or 68195; or the Support Services Supervisor at 238-8209 or 68209; or the RMO BSA at 238-8411 or 68411.

Call 1-800-399-8188 if you experience any problems with your transaction.

EXPRESS CAFÉ

/

MOBILE GOURMET COFFEE SERVICE

“Espresso a Go – Go”

1. **LOCATION:** Billeting/Internet Café complex, Building 6037 and mobile locations around the installation
2. **TELEPHONE NUMBER (S):** Café: 805 238-8CUP or x68CUP
Mobile: 800 942-7876
3. **HOURS OF OPERATION:** Café: 0700 -1630 7 days a week
0600 – 1900 during heavy troop strength
(See fliers available on post).
4. **GENERAL INFORMATION:**
Café - This is a Euro-style Café serving coffee, smoothies, muffins and other pasties. Between the hours of 1330 and 1630 soup, salads, sandwiches and quiche will be served.

Van - This is a cruising Café van bringing directly to you gourmet mochas, coffees, teas and smoothies accompanied by breads, biscottis, muffins and more. This service is delivered to locations throughout Camp Roberts and to any area of your choice.
5. **POINT OF CONTACT:** Express Café 805 238-8CUP or 68CUP or Support Services Supervisor at (805) 238-8209 or 68209 or the RMO BSA at 238-8411 or 68411

Espresso a Go-Go (800) 942-7876.

Appendix 21

ID Card Center

1. **LOCATION:** ID Card Center Bldg 303 (within the SRPC Operations)
2. **TELEPHONE NUMBER (S):** ID Cards Center (805) 238-8574 CAGNET 68574.
3. **HOURS OF OPERATION:** ID Card Center Monday – Friday / 0830 – 1400 hours
4. **GENERAL INFORMATION:**

The ID Card Center contains RAPIDS Common Access Card (CAC) machines and a full-time operator. All services and statuses are authorized to schedule an appointment and receive an ID Card when proper documentation is presented. You will need to prove eligibility. Bring in the following required documents that apply:

- a. For active duty cards, bring a copy of the sponsors active duty orders reflecting over 30 days of active duty.
- b. Clear photocopies of marriage certificates and birth certificates reflecting the relationship to the qualified sponsor.
- c. Certified copies of adoption papers, paternity papers, divorce papers, and death certificates (you can get certified copies by contacting the state or county records office where the event took place).
- d. A licensed physician's or medical officer's statement of physical handicaps for dependent children over the age of 21.
- e. A certificate of full-time enrollment from the school registrar for children between 21 and 23.

5. **POINT OF CONTACT:** CAC Operator at (805) 238-8574.

Appendix 22

Soldier Readiness Processing Center (SRPC)

1. **LOCATION:** Buildings 303, 304, 307, 305, 315, and 308 (300 area)

2. **TELEPHONE NUMBER (S):** POC (805) 238-8408 CAGNET 68408.

3. **HOURS OF OPERATION:** IAW mission requirements.

4. **GENERAL INFORMATION:**

a. The SRPC facilities primary mission is for mobilizing soldiers, known as a Soldier Readiness Processing (SRP) and it's secondary mission is for the update and enhancement of a unit's readiness, known as a Soldier Readiness Check (SRC). All together the facility can process 100 + soldiers a day through SRC operations to include all personnel, finance, and medical updates IAW FORMDEPS requirements. To operate the facility as designed, trained personnel from military finance, military law, military personnel, and military medical/ dental fields are required. The facility can be used as a whole or in part for any of the specific areas.

b. To schedule use of the facility, please submit a Camp Roberts request for training usage form 307, through your chain of command to our CACR-DPT Operations section. Additionally, the user must request and coordinate the required trained staff to operate the facility. A request for issue or turn-in DA Form 3161(hand receipt) must be completed prior to taking possession any of the 300 area buildings.

c. The SRPC facility has the following capabilities:

(1). The facility is equipped with the latest MOBLAS 4.0 operating system for tracking a unit's readiness.

(2). Computers installed throughout the site are configured for completing the DD Form 93 and SGLV Forms.

d. The personnel section has connectivity to active duty e-MILPO for accessing Units/soldiers onto active duty and the Installation Support Module (ISM) is available to process DD form 214's and REFRAD orders.

Appendix 22 (continued)

- e. The legal section can produce Wills and Power of Attorneys.
- f. DFAS soft ware is located within the finance section for updating active duty DFAS.
- g. The ID Card room has CAC (RAPIDS) machines.
- h. The site also has an automatic ID Tag machine (i.e. dog tags).
- i. The medical facility has a panograph machine with a developer, and dental rooms for dental review purpose.
- j. There is a HIV draw room and an immunization room with refrigeration and draw chairs.
- k. There are three hearing booths in a quiet room for completing official hearing tests.
- l. There are medical screening rooms with exam tables.
- m. The medical staffs have connectivity to the Medical Protection System (MEDPROS) and the Spectacle Request Transmission System (SRTS).
- n. A medical waste container is available on site.
- o. The entire facility is fenced and exits can be easily controlled.
- p. Copier machine rentals, administrative supplies, medical supplies, janitorial supplies, and building cleanliness are the user's responsibility and advance coordination is necessary.

5. POINT OF CONTACT: POC's for the facilities are SRPC Site Chief at CAGNET 68408 or RMO BSA at 805 238-8411 or 68411

Appendix 23